



Office of the City Manager

CONSENT CALENDAR
September 29, 2026

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Scott Ferris, Director, Parks, Recreation & Waterfront

Subject: Contract No. 32400043 Amendment: Elavon, Inc. for Online Credit Card Processing Services for Recreation Programs and Facilities

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to contract 32400043 with Elavon, Inc. for online credit card processing services for Recreation programs and facilities by \$125,000 for a new not-to-exceed amount of \$485,000 with no change to the contract term ending on May 31, 2027.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the amendment to contract 32400043 is available in the FY27 budget in the Camps Fund (Fund 125) and General Fund (Fund 011).

CURRENT SITUATION AND ITS EFFECTS

The City's Recreation Division uses CivicRec software to manage all online registration for recreation programs, picnic site and court rentals, afterschool programs, swim lessons and lap swim, sports field reservations, and camps. Online credit card payments by residents in the CivicRec system are processed by a credit card gateway system provided by Elavon, Inc. Due to a large increase in participation in City recreation programs in the last three years, the spending authority on the contract with Elavon will be reached a full year earlier than projected. As a result, a contract amendment is needed to increase the spending authority through FY 2027.

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3504.1 as amended by AB 339. This project does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

BACKGROUND

On September 12, 2023, the City executed a contract with Elavon to provide third-party credit card processing services for Recreation programs and facilities via a piggyback contract with the State of California Department of General Services in the amount of \$360,000 (City contract number 324000043, Resolution 70,825, May 9, 2023). Elavon,

a subsidiary of US Bank, is one of the State of California's two contracted credit card processors. Elavon processes payments for 80% of the state's entities (approximately 6,000 organizations).

The City of Berkeley Parks, Recreation and Waterfront Department (PRW) provides a wide range of recreation facilities, programs, classes, and events for Berkeley resident and non-resident community members. The City operates two swimming pools, five community centers, eleven sports fields, over 50 parks, two remote residential camp sites, and one skate park. The City accepts online payments by residents who register for activities for families, adults and youth, including after-school programs, day camps, classes, residential camps, special events, sports and swimming. In addition, PRW offers tennis court, picnic site, camp and field rentals.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

In addition to time savings for residents, paying online via credit card has substantial environmental benefits compared to the alternative of driving to a City recreation site, completing paper-based transactions, paying via cash or check, processing that payment, and driving it to the City's Treasury Division, and then to the bank.

RATIONALE FOR RECOMMENDATION

Due to a large increase in participation in City recreation programs in the last three years, the spending authority on the contract with Elavon, Inc. for credit-card processing services will be reached a full year earlier than projected. This contract amendment will allow the City to continue to accept online credit card payments from residents for City of Berkeley Recreation programs, camps, classes, and rentals for one additional year before the contract expires.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Scott Ferris, Director, Parks, Recreation, and Waterfront, 981-6700
Stephanie Chu, Recreation and Youth Services Manager, 981-6707

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32400043 AMENDMENT: ELAVON, INC. FOR RECREATION
ONLINE REGISTRATION PAYMENT PROCESSING

WHEREAS, on September 12, 2023, the City executed a contract with Elavon to provide third-party credit card processing services for Recreation programs and facilities via a piggyback contract with the State of California Department of General Services in the amount of \$360,000 (City contract number 324000043, Resolution 70,825, May 9, 2023); and

WHEREAS, due to a large increase in participation in City recreation programs in the last three years, the spending authority on the contract with Elavon will be reached a full year earlier than projected; and

WHEREAS, funding for an amendment to contract 32400043 for one additional year are available in the FY27 budget in the Camps Fund (Fund 125) and General Fund (Fund 011).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or his designee is authorized to execute an amendment to contract 32400043 with Elavon, Inc. for online credit card processing services for Recreation programs and facilities by \$125,000 for a new not-to-exceed amount of \$485,000 with no change to the contract term ending on May 31, 2027.

